

BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 5 EMERGENCY MANAGEMENT

Lead Agency: Brown County Emergency Management Agency

Support Agencies: Green Bay Emergency Management

Brown County Sheriff's Office
Brown County Highway Department
Brown County Health and Human Services; Public Health
Division
Brown County Health and Human Services
Brown MABAS Division 112

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is:

1. Support the overall emergency management activities of the Brown County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC), and the response of mutual aid, state assistance and other assets.

B. Scope

ESF 5 describes how Brown County will direct and control its personnel and resources in support of county/local governments in preparedness, mitigation, response and recovery.

ESF 5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prepare for, respond to and recover from an incident.

II. POLICIES

The Brown County Executive is the county's primary decision-maker in response and recovery operations. Under Chapter 7 of the Brown County Code of Ordinances, the County Executive may declare a State of Emergency, make the services and resources of county agencies available, and take any actions deemed necessary.

The Brown County Emergency Management Director is delegated the authority to implement the Brown County Emergency Response Plan (ERP) in response and recovery operations.

ESF 5:

1. Coordinates all phases of emergency management.
2. Coordinates the “Chief Elected Officials” requests for local and/or state assistance.
3. Develops and coordinates mutual aid agreements and response activities in accordance with 2003 Wisconsin Act 186 and other applicable statutes/ordinances.

III. CONCEPT OF OPERATIONS

A. General

ESF 5 is activated at the Brown County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of county significance.

ESF 5 serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management, EOC operations and Incident Command.

ESF 5 coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

ESF 5 provides trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

The County EOC, staffed by ESF 5 and other ESFs as required, coordinates operations and provides situation reports to WEM, as needed.

During recovery operations, the County Emergency Management Office will coordinate with state/federal operations as needed.

B. Organization

The general organizational structure is described in the County Basic Plan under Introduction, I.D.2-6.

Brown County Emergency Response Plan, ESF 5

1. Brown County Emergency Management is the county agency/entity that oversees emergency management operations. Brown County Emergency Management is located at 3030 Curry Lane.
2. The County Executive is the County's decision-maker in response and recovery operations and under Chapter 7 of the Brown County Code of Ordinances, the County Executive may proclaim a State of Emergency for the county or any portion of the county if he or she determines that an emergency resulting from enemy action or natural or man-made disaster exists.
3. The Emergency Management Director or designee is delegated the authority by the County Executive under Chapter 7 of the Brown County Code of Ordinances to implement the Brown County ERP as needed.
4. The Brown County EOC is the primary location for coordinating the county emergency response and recovery activities. The Brown County EOC is located at 3030 Curry Lane and has communications and support capabilities available 24-hours a day, through Public Safety Communications. In the event the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC at which will be determined at the time of incident.
5. Brown County Emergency Management is responsible for maintaining continuous (i.e., 24-hour) emergency notification through our Joint Public Information system. Initial notification is accomplished through the use of a 24-hour county communications emergency system, which is Outdoor Warning System, local media, and the Emergency Alert System via the National Weather Service.
6. The Brown County ERP utilizes Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the county and local jurisdictions may need in order to implement hazard mitigation and preparedness to respond and recover from an emergency or disaster situation.
7. ESF 5 provides staff and coordinates the efforts of ESFs within the major functional areas, especially during EOC operations.
8. ESF 5 establishes coordination with local jurisdictions, county, state and federal agencies in accordance with the Basic Plan.

Brown County Emergency Response Plan, ESF 5

9. Brown County operates under a graduated program of four response levels depending on the situation. Each level corresponds to the disaster situation and reflects the State and DHS/FEMA response levels. The four levels of activation are outlined in the Brown County Basic Plan on pages 13-14.
10. At a Level 3 activation, the EOC, staffed by ESF #5 and other ESFs as necessary, monitors potential or developing incidents and supports the efforts of regional and field operations. The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the County EOC during activation (See "County EOC Operations", Chart 1, Page 15 of County Basic Plan).
11. ESF 5 establishes coordination with State EOC in accordance with the Brown County Basic Plan.

C. Phases of Emergency Management

The following activities will be performed by county agencies, tribal and private organization as appropriate.

1. Mitigation Activities
 - a. Identify potential mitigation opportunities from damage assessment.
 - b. Coordinate and participate on the county/local hazard mitigation planning team.
 - c. Through the local hazard mitigation planning team, coordinate the development, implementation and maintenance of the County Hazard Mitigation Plan.
 - d. Coordinate with local jurisdictions within the county to ensure that they are aware of federal and state pre and post-disaster mitigation grant opportunities for mitigation measures identified in the county hazard mitigation plan.
 - e. Apply for funding through federal and state pre and post-disaster mitigation grant programs for mitigation measures identified in the county hazard mitigation plan.
 - f. Upon grant approval, implement and administer federal and state pre and post-disaster mitigation funds.
 - g. Provide education and awareness regarding mitigation to the jurisdictions within the county, and the public sector including businesses, private non-profit groups as well as the general public.
2. Preparedness Activities

Brown County Emergency Response Plan, ESF 5

- a. Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- b. Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
- c. Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.
- d. Establish and maintain contact with the Chief Elected Officials or Municipal/Town Emergency Management officials.
- e. Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
- f. Exercise and train staff, agencies and other private organizations to support local/county emergency operations.
- g. Prepare staff and other county/local agencies to coordinate support to emergency operations.
- h. Identify deficiencies in plans and determine appropriate corrective action recommendations.
- i. Update County Hazard Analysis.
- j. Develop and maintain Geographic Information Systems(GIS) capabilities to support emergency management functions.

3. Response Activities

- a. Coordinate with County/local governments on emergency response activities.
- b. Activate County EOC and staff ESF's as necessary.
- c. Contact and apprise WEM Regional Director or WEM Duty Officer of the situation.
- d. Collect, verify, analyze and disseminate incident information as needed.
- e. County Emergency Management Director communicates and coordinates with the County and State EOC(s) to monitor situation in accordance with Levels of Activation outlined in County Basic Plan.
- f. Compile and verify preliminary damage assessment information from Uniform Disaster Situation Report (UDSR).
- g. Coordinate mutual aid activities including private organization assets.
- h. Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.
- i. Coordinate/monitor/oversee public information activities.
- j. Establish and maintain contact with local governments.
- k. Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate.

Brown County Emergency Response Plan, ESF 5

- l. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
 - m. Conduct regular briefings for County EOC staff.
 - n. Establish a duty roster and telephone lists.
 - o. Provide information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF 5.
 - p. Disseminate situation reports and develop resource plans for the duration of the event.
 - q. Maintain current status report of all assets deployed.
 - r. Initiate recovery activities with appropriate agencies.
- 4. Recovery Activities
 - a. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
 - b. Deploy appropriate ESF assets in support of recovery operations.
 - c. Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
 - d. Develop resource plans and situation reports as appropriate.
 - e. Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
 - f. Activate county recovery operations and request Wisconsin Voluntary Organizations Active in Disaster (WIVOAD) as appropriate.
 - g. Track reimbursement expenses.
 - h. Disseminate recovery information, plans and reports to County EOC.
 - i. Conduct after-action critique of the overall response and recovery efforts.

IV. RESPONSIBILITIES

A. Primary Agency

Brown County Emergency Management

- 1. Coordinate ESF support for local mitigation activities.
- 2. Implement and administer federal/state disaster mitigation programs.
- 3. Provide training and exercising programs/support to the county/local agencies and other private organizations to support emergency management activities.
- 4. Identify deficiencies in plans and determine appropriate corrective action recommendations.

Brown County Emergency Response Plan, ESF 5

5. Coordinate local/county emergency planning efforts.
6. Coordinate, maintain or support county emergency communication activities (see ESF 2).
7. Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.
 - a. Activate the County EOC, notify ESF Lead Agency to report and coordinate county ESF support agencies for local/county response activities.
 - b. Establish communications with incident command and WEM Regional Director and/or State Duty Officer.
 - c. Implement the ESFs, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
 - d. Support ICS at the local response level and provide resources as appropriate.
 - e. Coordinate the activities of External Affairs (ESF 15).
 - f. Support mutual aid activities.
 - g. Conduct regular briefings; prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media.
 - h. Make recommendations to the chief elected official on response activities including the issuance of a "State of Emergency" proclamation.
 - i. Prepare for recovery activities.
 - j. Activate the Alternate EOC and direct staff to relocate, if necessary.
8. Manage and direct emergency recovery operations.
 - a. Keep accurate record of disaster-related expenditures by each agency.
 - b. Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).
 - c. Prepare executive orders and proclamations to address response and recovery operations for the chief elected official, as necessary.
 - d. Coordinate with state and federal officials.
 - e. Administer federal and state disaster assistance programs.
 - f. Monitor the recovery efforts through field personnel.
 - g. Conduct after-action critique of the overall response and recovery efforts.
 - h. Deactivate or demobilize EOC operations as appropriate.

B. Support Agencies

Brown County Emergency Response Plan, ESF 5

Brown County Sheriff's Office
Green Bay Emergency Management
Brown County Highway Department
Brown County Health and Human Services; Public Health Division
Brown County Health and Human Services
Brown Fire/EMS
Brown County CERT **(currently inactive)**

1. Promote training and exercising opportunities to the county agencies and other private agencies to support local/county emergency operations.
2. Identify deficiencies in plans and determine appropriate corrective action recommendations.
3. Participate in county emergency planning efforts.
4. Support emergency response operations.
 - a. Execute ESF Standing Operating Procedures, alert personnel and prepare for possible mobilization including 24-hour staff operations, if appropriate.
 - b. Assess the incident as a primary response agency and establish communications with County Emergency Management and other county agencies.
 - c. Communicate all information to and coordinate actions with County Emergency Management and other county agencies, as appropriate.
 - d. Support ICS and provide resources as appropriate.
 - e. Provide staff to the County EOC as needed.
 - f. Activate the county agency support staff as needed.
5. Support emergency recovery operations.
 - a. Participate in the damage assessment process and disaster recovery process, as appropriate.
 - b. Provide technical assistance and resources to support recovery activities upon request.
 - c. Track disaster-related expenditures.
 - d. Participate in after-action critiques.

V. References (located in EOC)

See Brown County Emergency Response Plan, Basic Plan,
Attachment 1

VI. Acronyms

See Brown County Emergency Response Plan, Basic Plan,
Attachment 7

VII. Appendices